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MEMORANDUM FOR: Assistant Deputy Director (Administration - Special)

SUBJECT: Operations of the Building Services Officers.

1. Problem

a. The functions of the Building Services Officers, located strategically throughout the buildings occupied by the Agency are set forth in a Procurement Office Directive, dated 13 April 1951,

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b. From statements made by senior officials of the operating offices regarding the failure in this procedure on the part of the Procurement Office personnel, the operational functions and responsibilities were investigated by this Office.

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2. Findings

a. The greatest portion of effort expended by Building Services Officers <sup>has been</sup> in the field of property accountability and related phases, the services portion of their assigned responsibility has for various reasons been neglected. There is a two-fold reason for this lack of fulfillment, the first from an obvious misunderstanding of the extent of responsibility set forth in the procedure and, secondly, lack of full complement of authorized personnel strength.

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3. Action Taken

a. At the request of the Assistant to the Chief of Procurement, all Building Services Officers were called together at a meeting, together with representatives of the Administrative Staff, OSO and Management to discuss the problem.

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b. The responsibilities under this procedure were again reiterated by the Assistant to the Chief of Procurement and minor problems heretofore not specified were resolved verbally for later confirmation in writing.

  
Acting Advisor for Management

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Chief, Adm. Staff, OSO  
Chief, Procurement Office

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